



**Ohio Community Action Training Organization  
Board of Trustees Meeting  
Sheraton on Capitol Square  
November 17, 2017  
Columbus, Ohio 43215**

**Members Present:** Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Joshua Anderson; Andrew J. Devany; Deb Gerken; David Shea; Judith Barris; Ken Kempton; Steve Sturgill; Kellie Ailes; Andrew Binegar; Alvin Norris; Bambi Baughn; Cheryl Grice; Sheila Triplett; David Brightbill, First Vice President<sup>1</sup>.

**Members Excused:** Tom Reed, President; Douglas Bennett; Gary Obloy; Gary Ricer; Jeffery Diver; Rodney Reasonover.

**Staff Present:** Philip E. Cole, Executive Director; Josh Summer, Development Director; Greg Bollenbacher, Fiscal Director; Kathryn A. Clausen, Communications Director; Lorie McClain, Program Specialist; Josh Summer, Program Manager; Jeannette M. Jarrett, Operations and Support Specialist.

**Guests Present:** Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Larry Price, L. Price, and Associates; Tracey Ballas, Office of Community Assistance; Gloria Haven, CAC of Portage County; Carmen Kuula, Ashtabula County CAA; Luanne Valentine, CAO of Scioto County; Carrie Dotson, Lifeline, Inc.; Janet Yaros, Northwestern Ohio CAC; Randall Hunt, Office of Community Assistance; Megan Meadows, Office of Community Assistance.

Ms. Robinson called the meeting to order 9:00 a.m. Ms. Warner called the roll. A quorum was established.

Ms. Gerken motioned to approve the agenda. Mr. Shea seconded. The motion passed.

Ms. Warner motioned to approve the September 2017 minutes. Ms. Grice seconded. The motion passed.

**Finance Report: Ruthann House**

Ms. House directed the board's attention to the proposed 2018 budget report. Mr. Bollenbacher summarized the budget proposal report which included the cessation of operating VirtualCAP and the TANF project. Ms. House motioned to approve the 2018 agency-wide budget. Mr. Shea seconded. The motion passed.

Mr. Bollenbacher reported changes to the allocated cost pool budget and requested an amendment to the budget to include the OACAA 401K plan review costs. Ms. House motioned to amend the 2017 Allocated Cost Pool budget. Mr. Shea seconded. The motion passed.



Ms. House reviewed the dues summary report and financial reports with the board. Ms. House then motioned to approve the financial report. Mr. Devany seconded. The motion passed

Ms. House requested approval from the board on a year-end fund balance transfer from OCATO to OACAA of up to \$30,000. Mr. Devany motioned to approve the transfer of up to \$30,000 from OCATO to OACAA. Mr. Binnegar seconded. The motion passed.

Ms. House discussed the fifth-year audit option with Zeno, Pockl, Lilly and Copeland, A.C. which would decrease costs for the 2017 year audit. Ms. House stated the Finance Committee recommended the fifth year option be exercised with the understanding that in 2018 the audit would be re-bid. Mr. Devany motioned to approve the fifth-year audit option with Zeno, Pockl, Lilly and Copeland, A.C. Ms. Gerken seconded the motion. The motion passed.

### **Development Services Agency Report: Randall Hunt**

Mr. Hunt reported the online application portal is moving along and agencies have been chosen to test the portal after the winter crisis season. The planned launch is July 1, 2018. Agencies, staff, community partners, and clients will have access to the portal and all will use it the same way. Mr. Hunt also reported the HEAP application processing queue is up and running. Agencies will receive information via email regarding the scheduled two-hour webinars, which will review frequently asked questions concerning the new process and system.

Ms. Meadows addressed the board regarding the launch of the CSGB application. She reported the final testing was occurring and applications would be available no later than November 20th. Mr. Hunt thanked the board and the agencies for their participation in the OCA quality assurance phone calls that followed up from last year's in-person visits.

### **Program Reports: Lorie McClain and Josh Summer**

Ms. McClain directed the board to the training report. She announced the upcoming pre-conference event with GMS would be held January 23, 2018. The registration for the pre-conference event is separate from the winter conference being held from January 24th through January 26th.

Mr. Summer addressed questions regarding the work plan for the T/TA grant. Planning includes fundraising training, the continuation of the John Glenn leadership training, and special projects including the State of Poverty Report, HR toolkit, and Cause Impact strategic planning.

Ms. House motioned to approve the request for the submission of the 2018 Training and Technical Assistance grant. Ms. Grice seconded the motion. The motion passed.

Mr. Summer continued by reporting the 3rd quarter T/TA grant results. He stated a team consisting of member agency staff would be assembled to brainstorm and assess what a "21st century CAA" may look like going forward. OACAA will seek to provide tools needed to help agencies achieve their goals.

### **President's Report: Tom Reed**

No report.



**Executive Director’s Report: Philip E. Cole**

Mr. Cole announced the tentative locations for 2018 Summer Conference and requested the board leave the final decision to the executive board to secure before the next meeting in January. Mr. Cole also announced the proposed locations for the 2019 conference (Kalahari) and 2020 conference (Canton).

Mr. Anderson motioned to allow the executive board to decide the final location of the 2018 Summer Conference. Ms. Warner seconded. The motion passed.

**Old Business:**

None.

**New Business:**

None.

**Open Dialogue:**

None.

**Adjourn:**

Ms. Robinson called for a motion to adjourn. Mr. Sturgill motioned to adjourn at 9:19 a.m. Mr. Devany seconded. The motion passed.

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Janice W. Warner, Secretary

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Date

<sup>1</sup>Due to traffic delays, Mr. Brightbill joined the meeting late. Second Vice President Gwen Robinson chaired the meeting in his absence.